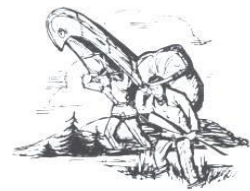


CITY OF PORTAGE

115 West Pleasant Street
Portage, Wisconsin 53901
Telephone: (608) 742-2176 • Fax: (608) 742-8623



"Where the North Begins"

City Hall Community Room Rental Application

Name of Group/Individual: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Date of Event: _____ Purpose: _____

Start Time: _____ End Time: _____ # of People: _____

Space Wanting to Reserve & Fees:

Dining Room: _____ \$25.00

Dining Room & Kitchen _____ \$50.00

Plus Deposit: \$50.00

Signature of Person Responsible for Event: _____

FOR OFFICE USE ONLY

Request Approved By: _____ Date: _____

Fee: \$ _____ + Deposit \$50.00 (returned after facility is checked by staff)

= Total: \$ _____

CIVIC Receipt: _____ Account #: 100-48-48210-000

Key Card Returned: _____ Basement Clean: _____

Deposit Returned: _____ Date Returned: _____

Treasurer's Signature: _____